

**Staff and Faculty Development Division  
US Army Fires Center of Excellence and Fort Sill  
Fort Sill, OK 73503**

**STANDING OPERATING PROCEDURE  
(SOP)**

**REVISED  
30 Sep 10**



A handwritten signature in black ink, reading 'Casey L. Blaine'.

**Dr. Casey L. Blaine  
Chief,  
Staff & Faculty Development Division**

**STAFF AND FACULTY DEVELOPMENT DIVISION (SFDD)  
STANDARD OPERATING PROCEDURES (SOPs)**

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1. **Mission.** Provide Fires Center of Excellence (FCoE) staff and faculty with instruction, opportunity, and the environment for personal growth that enables them to exceed in their abilities to teach the world's best soldiers. Conducts training and ensures students are properly identified, scheduled, and their completion of training is properly documented and archived. Additionally, the division oversees the CP32 program, the TRADOC and FCoE Instructor of the Year Program, conducts surveys, identifies course improvements, and analyzes data to improve FCoE student, staff, and faculty training.

2. **Purpose.** This SOP explains the procedures, policies, duties of functions and personnel in the Staff and Faculty Development Division.

3. **Applicability.** This SOP applies to all SFDD personnel. Other organizations may follow procedures set forth in this SOP at their discretion.

4. **Responsibilities.** All SFDD personnel have enumerated responsibilities annotated throughout this SOP. Those not assigned to the SFDD Chief will be explicitly detailed as to assignee whether it is for duties as an instructor, Registrar, supply/IASO, or CP32 management. This SOP is meant to specify items of concern for the Staff and Faculty not specified in the QAO SOP.

5. **GENERAL INFORMATION.** All correspondence, packets, etc. will be proof-read for format and grammar before sending out of the SFDD.

6. **Procedures.**

a. **STAFF AND FACULTY DEVELOPMENT DIVISION POLICY**

1. **Purpose:** To establish a developmental policy for assigned Staff & Faculty Development Division (SFDD) personnel.

**2. Personnel assigned to Staff & Faculty Development Division will be certified to teach as a Train-the-Trainer for courses taught by Staff and Faculty. A developmental schedule will be maintained on the Staff & Faculty Development Division Instructor Calendar and each Staff & Faculty Development Division instructor will be briefed by the Chief or Senior Instructor of their scheduled training and status.**

**3. Newly assigned personnel to Staff and Faculty will be briefed by the Chief, Staff & Faculty Development Division and Senior Instructor of their expectations and developmental training program scheduling them for their developmental training.**

**4. The following courses will be taught by SFDD Instructors:**

- a. Army Basic Instructor Course (ABIC);**
- b. Small Group Instructor Training Course (SGITC);**
- c. System Approach to Training Basic Course (SATBC);**
- d. Video Teletraining Instructor Training Course (VTTITC);**
- e. Others may be developed by TRADOC or locally.**

**5. Newly assigned personnel will be scheduled to attend the next available ABIC. After completing the initial ABIC they will be scheduled to perform as an Assistant Instructor (AI) for the next ABIC class. In performing as an AI, they will teach 3-4 lessons chosen by the primary instructor. After completing all AI requirements the instructor candidate will successfully complete a minimum three day ABIC train-up, Appendix A, then be scheduled for the next ABIC as a primary instructor and be evaluated by a certified ABIC instructor.**

**6. After successfully facilitating an entire course the new instructor will be certified for Train-the-Trainer (TTT) for that course.**

**7. Based on their abilities, SFDD assigned instructors will be scheduled to certify as a Train-the-Trainer for all courses taught within Staff and Faculty.**

#### **b. STAFF AND FACULTY INSTRUCTOR DUTIES AND RESPONSIBILITIES**

**1. Purpose: To establish the duties and responsibilities for assigned Staff & Faculty Development Division instructors.**

**2. Primary Duty. The primary duty of a Staff & Faculty Development Division instructor is to teach courses taught within the Staff & Faculty Development Division. Additional duties will be assigned as necessary (such as: Instructor Observations). Coordinate the Instructor Observation with the QAO Training Evaluator representative.**

**3. The assigned Staff and Faculty instructor is responsible for:**

**a. Ensure all equipment and materials are setup and ready for the class that is to be taught by that instructor ahead of time;**

**b. The classroom will be open at least 15 minutes prior to starting every day;**

**c. On the first day of class (after the 15 minute cutoff window for reporting to class) report missing students to Chief, Staff & Faculty Development Division and/or Senior Instructor as**

soon as possible. A “standby” will be allowed to replace the missing scheduled student and attend class at that time;

d. If a student receives a NO GO the instructor must counsel the student as to why the student received a NO GO and what the student needs to do to get a GO. Then the student will be retested again;

e. Coordinate appointments/leaves with the Senior Instructor;

f. Notify Senior Instructor of materials/equipment needed to conduct class;

g. Provide registrar with completed copies of the Student Profile Sheets on the first day of class;

h. Ensure classrooms are completely cleaned upon completion of class.

**c. OBSERVATION POLICY**

1. **GENERAL:** Staff & Faculty Development Division Instructors will observe Training Command instructors daily when not giving a class. Use the instructor evaluation checklist, Appendix B, found in TR350-70. Additionally, use the IRP Action Plan enclosed in the FCoE Instructor Recognition Plan for all FCoE evaluations/observations and the SFDD action plan for all SFDD instructors. Documented findings must be sent to the appropriate brigade using a memo format, Appendix C. When an instructor is not teaching, he is to observe at least one instructor per day, prepare the report for the Chief, SFDD, and turn in by COB. Inspections will last from 1-4 hours per observation. Exception to this rule applies if off duty for leave/illness, preparation for teaching class, or tasked for another mission.

**2. PROCEDURE:**

a. Instructors will randomly select classes from the G3 Training Schedule listed on the Internet at: <https://sillc2doi462002/g3/Weekly%20Tng%20Sch%20Page-New.htm>. After selection access the excel document on the Sharepoint site, in file “Instructor Observations (PDD)”. Before and after you conduct the observation, go to this file and fill it out, before to determine if an observation has already been conducted for an instructor, and after to record your findings.

b. The selected classes, dates and observer’s names will be sent via email to Chief, Staff & Faculty Development Division and a copy cc to the deputy each Friday or end of the week preceding week of observations.

c. Fort Sill has 300 instructors on the post TDA. The following lists of instructors are not to be observed, as they may be a guest speaker, serving one time as an instructor and/or briefer, or instructors from agencies other than the Army. These people may not have had formal Army training to be an instructor:

1. Air Force Liaison Officer;
2. Retired officers (not working at Fort Sill);
3. Lawyers;
4. Bank Presidents;
5. USMC;

6. Naval employees;
7. Contractors.

There may be other exempt instructors, but Staff & Faculty Development Division will decide if we can observe them on a case-by-case basis.

d. If the observer arrives at the site for class and finds the instructor is one we should not observe, he should leave the class quietly without interruption, or stay until the next available opportunity to leave without interruption.

e. A Staff & Faculty Development Division instructor may not observe an instructor to whom he provided the initial instructor training from the same. Early arrival at the classroom site will allow the SFDD Instructors to find out who is teaching and whether they should proceed with the observation.

#### **d. REGISTRAR DUTIES**

1. **PURPOSE:** Duties assigned to the Registrar are varied; however, vital to their primary function of supporting the instructional mission of their institutions. This mission is accomplished through the functions of registration coordinating: maintaining academic records, maintaining class rolls, recording grades, maintaining a permanent record, certifying enrollment, and issuing certificates of course completion. This portion of the SOP outlines these responsibilities IAW TRADOC Regulation 350-70, Chapter II-1-2 d (5).

These duties are assigned to the Registrar; however, in the Registrars absence, the Senior Instructor is responsible for these duties assigned in this SOP. In the absence of the Registrar and the Senior Instructor, the Chief, SFDD will be responsible for any activities described in this SOP. If any Registrar action is not immediately needed the registrar will handle these tasks when he/she returns to duty. The FCoE Registrar can be reached at 442-4137.

2. **REGISTRATION:** Registration duties include processing a monthly organizational order of merit list (OML), Appendix D, for each organization to schedule their students for all classes taught by Staff & Faculty to include, but may not be limited to the following:

<u>COURSE NAME</u>	<u>PREREQUISITE</u>
Army Basic Instructor Course (ABIC)	Assigned as an Instructor
Small Group Instructor Training Course (SGITC)	TAITC/ABIC, 8/H Identifier
Senior Training/Education Manager's Course (STMC)	Senior Training Position
Systems Approach to Training Basic Course (SATBC)	Writer/Developer/SME
Training Education Developer Middle Manager Course SATBC (TEDMMC)	
Video Teletraining Instructor Training Course (VTTITC)	TAITC/ABIC, 8/H Identifier

a. The student's Program Manager, Training NCO or Chain of Command must submit registration. ALL student registration must be emailed to the online Registration address: [ATSFDMA@conus.army.mil](mailto:ATSFDMA@conus.army.mil). The Registrar will verify the student's priority on OML then email

the student's supervisor confirming the student's registration and/or other information about the registration.

b. The Registrar will check the mailbox daily and update the SFDD Training Schedule on the QAO drive, staff & faculty folder, excel file name PDD Enrollment Roster + Year based on correspondence (email) received in the mailbox; for example, change the date; show which pages were updated, and the name of the person making the update; i.e., 26 Sept 2007 (Kim) (CH 1) PG 1, 4-6.

c. The Registrar, the Senior Instructor and the Chief, SFDD, are the only staff members authorized to make changes to the SFDD Schedule.

**NOTE:** The Registrar will maintain a standby list (if appropriate) at the bottom of the class enrollment roster. If a standby or walk-in student desires to participate in a course, the instructor will do the following two things. First, check the OML to determine standby/walk-in priority. Priority will be given to TRADOC personnel pending instructor assignments. If neither is on the OML, the instructor may decide to accept them into the course to enhance the learning environment of the priority students. Second, during the morning of the first day of class the instructor will notify the Registrar and/or chain of command with the number of students accepted into the course to include vacancies if any. The Registrar will update the class roster then notify the Chief, SFDD of the no shows. The Chief, SFDD will notify his/her Chain of Command if necessary.

d. Students are required to provide all materials as listed on the Letter of Instruction (LOI), Appendix E, on the first day of class. Students who are listed on the OML and who have all materials will be given first priority for entrance. Materials will be verified before students are permitted in the class. Those who are listed on the OML but do not have the required materials but can obtain them by close of business on day one may be admitted into class at the discretion of the instructor.

e. Stand-by students and those not listed on the OML may be admitted, at the discretion of the instructor, if there are vacancies.

### **3. CERTIFICATES/COURSE RECORDS**

a. By 1200 hours of the first day of class, the instructor will provide the Student Profile Sheet, Appendix F, with the name, rank, and Social Security Number, and Unit to the Registrar to process certificates.

b. Prerequisites (paperwork) for the student will accompany the class roster to the registrar.

c. The registrar will prepare all certificates with the Chief, SFDD electronic signature. These certificates are returned to the Instructor for student verification. Once verified, the Registrar will place gold seals on the certificates and stamp the seals with the Department of the Army stamp. The Registrar will make copies of the signed certificates and give the originals to the instructor. The copies will be placed in the class folder.

d. Data for graduating students will be electronically filed in ATTRS, not later than two days following class completion. This data includes full name, rank, SSN, Unit, class name, date of class.

e. The Registrar will enroll and graduate students into ATTRS within 2 days and archive all materials (electronic paperwork, prerequisite copies of certificates, evaluation, and graduating certificate) related to the student in the date/time frame.

#### **4. END OF COURSE EVALUATIONS/AARs**

a. Instructors will give completed evaluation/critique sheets and End of Course AAR Instructor's Feedback forms; both Appendix G, to the Chief, SFDD. The Chief, SFDD will review the student critique sheets for trends and suggestions. Each evaluation sheets will be given to the Registrar for archiving with date/time frame of class.

b. The Chief, SFDD conducts monthly instructor meetings to discuss the prior month's class evaluations. Instructors will be given the opportunity to discuss the findings and how they can improve course delivery, if necessary. Annually, all trends should be evaluated to determine if course revisions are appropriate, or if the overall intended outcomes have been met.

#### **5. DEVIATIONS**

In order to maintain academic integrity, the Registrar's function must be performed in strict adherence to TRADOC Regulation 350-70 and this SOP. The Chief, SFDD must approve deviation from this SOP on a case-by-case basis.

#### **6. ISSUANCE OF DA FORM 1059 (Service School Academic Evaluation Report).**

The DA Form 1059 will be issued to all USAR students upon completion of the courses taught by the Staff and Faculty. The DA Form 1059 will be issued to the ARNG students upon request.

#### **e. CLASSROOM SCHEDULING**

1. GENERAL. All locally conducted SFDD training is scheduled 5 months prior to the beginning of the fiscal year. The scheduled training sessions will be scheduled for approximately the next 12 months so classrooms are identified and reserved. Reserve appropriate classroom from G3 Scheduling for each class. i.e., CRXXI/ DTF (Snow Hall Rooms 5, 7, 8, 105, 106 or 107) for ABIC, SGITC, SATBC, and VTTITC (NOTE: VTTITC requires two Video Teletraining capable rooms). The SFDD training schedule will be maintained by the Chief, SFDD.

Based on personnel, schedules are planned as follows:

a. Army Basic Instructor Course (ABIC) – Schedule a minimum of two classes per month. Regulation provides an Assistant Instructor for this course when maximum is reached. Ninety-nine percent of classes at Fort Sill have maximum enrollments. (Requires - Two standard classrooms w/computers for instructor and students, LCD projector & screen, easel w/paper, VCR or DVD player, TV, printer);

- b. **Small Group Instructor Training Course (SGITC) – Schedule a minimum of once per month. (Requires - *please list*);**
- c. **Video Teletraining Instructor Training Course (VTTITC) – Schedule as needed. (Requires - Two VTT Classrooms);**
- d. **Systems Approach to Training Basic Course (SATBC) – Schedule minimum of one class per month. (Requires - one classroom w/computers, overhead projector & screen, two-three easels w/paper);**
- e. **Occasionally there is a need for additional classes. An additional class may be added if there is a minimum of four students.**
- f. **Classroom points of contact are:**

**Site Coordinators**

**Glen Coleman –  
Distance Learning (DL) “Contractor” 442-6895**

**David Ford – CRXXI Coordinator 442-0900**

**Classrooms and Phone/FAX Numbers**

<b>Snow Hall CRXXI#1</b>	<b>Room B8 – 442-4232</b>	<b>FAX 442-8108</b>
<b>Snow Hall CRXXI#2</b>	<b>Room B5 – 442-7605</b>	
<b>Snow Hall CRXXI#3</b>	<b>Room B7 – 442-7653</b>	
<b>Snow Hall DL1</b>	<b>Room 105 – 442-3566</b>	<b>FAX 442-7007</b>
<b>Snow Hall DL2</b>	<b>Room 106 – 442-4156</b>	<b>FAX 442-6944</b>
<b>Snow Hall DL3</b>	<b>Room 107 – 442-5809</b>	<b>FAX 442-7170</b>
<b>Gaffey Hall QAO</b>	<b>Room 101 – 442-2002</b>	<b>FAX 442-7764</b>
<b>Building 2760</b>	<b>558-4159</b>	

**f. ENROLLMENT & ADMIN PROCEDURES**

- 1. SFDD tracks enrollment and is administratively responsible for the following courses conducted at the FCoE: ABIC, SGITC, VTTITC, SATBC, and other courses as added.**
- 2. Access the [ATSFDMA@conus.army.mil](mailto:ATSFDMA@conus.army.mil) email inbox and periodically check throughout the day for additional enrollments.**
- 3. On an as needed basis, update the enrollment roster in the staff & faculty folder located on the QAO drive.**
- 4. Email the course LOI to student 2 weeks/10 working days before class start. Increase this time, when sending out the LOI, if there is a holiday in or around the timeframe for class. Also verify all information (room/instructor). Send a copy to Instructors and Chief, Staff and Faculty.**



**5. Periodically check the classroom schedule on the Fort Sill Intranet to verify rooms are still reserved for Staff & Faculty.**

**6. Army Training Requirements and Resources System (ATTRS) - (ABIC & SGITC only) – Enroll students NLT COB 2 days after class start. Graduate students NLT COB 2 days after class ends. If not accomplished, information will go on a “hit list,” and we will have to respond as to why we were late with this requirement. The “hit list” is populated by DA, through channels to delinquent agencies. Once notified, enroll/graduate students immediately and report up the chain that this action has been completed.**

**7. Type certificates after receiving class roster and student profile sheets from Instructor. Give certificates to Instructor for student verification. When Instructor returns certificates, seal and make copies for SFDD files and return original certificates to Instructor.**

**8. Close out each class with a folder that shows class roster, any pertinent enrollment papers, copy of ATTRS completion, note that statistical information is posted in appropriate Access database, QAO drive, staff & faculty folder, Student Archive subfolder.**

**9. Adding classes or noting classes are closed – Request Chief, SFDD approve an update, addition, or to “close” classes listed on the SFDD website. The Chief SFDD Instructor or IASO will change class listings on the SFDD website from black or open to red or closed.**

**10. Ensure all persons enrolling in the course will be instructors. Contact Brigade Training NCO POCs for all information needed concerning student enrollment.**

**a. If rank is below SGT, a memo signed by his commander is required as proper verification. It should reflect that the student is in an instructor position at least 90% of the time.**

**b. If a contractor is enrolled in a course they must do one of two things; either render payment, a money order or cashier’s check (made out to the U.S. Treasury), prior to the first day of class; or provide an excerpt from their company’s contract with the Army specifying that the Army will provide this training. A receipt will be given to the contractor and the money order or cashier’s check will be taken to DRM in Building 1655, Room 219. SFDD will make copies and file the money order or cashier’s check. If the contractor does not provide payment or a contract excerpt, their employee(s) will be asked to leave the classroom during the morning of the first day of class and not be allowed to complete the course. Deviation to this may be approved by the Chief, SFDD.**

**c. Enroll other tenant organizations on post that have requirements for personnel to be trained. i.e., Ordinance Training Detachment, MEDDAC, etc**

**11. Add special classes as appropriate. The Deputy, Training & Intern Program is the SFDD representative for TRADOC sponsored courses: TEDMMC and STEMC. Information about special classes and students will be given to the Registrar.**

**g. INSTRUCTOR CERTIFICATION/DECERTIFICATION ADMIN PROCEDURE**

**1. Use the next sequential number in the Instructor’s Certificate Tracking Log, green book, to register each soldier’s completion of a SFCT course. Affix this number to each instructor’s packet.**

2. Check for completeness of packet. Has the memo, Appendix H, been signed by Battalion Commander; Checklist, Appendix H, signed by Training Officer; Basic Instructor Performance Checklist, enclosed, signed by Evaluator; documentation correctly identifies the course for certification; and QAE or the SFDD Chief Instructor has verified the information. Review instructor technical certification letter, Appendix H, if needed.

3. Type SFDD memo, Appendix I, (saved memos on Multimedia drive/S&F folder/Instructor Certification Folder/ADA or FA subfolders...just type over information already there.

4. Type certificate, Appendix I, (also on Multimedia drive/ S&F folder/Instructor Certificate Folder/ADA or FA subfolders. Print on color printer.

5. Arrange the packet in this order: Memo, copy of memo (stamped file copy with other procedural stamp), certificate, and the memo packet that came from unit. Give to Chief, SFDD for signature. When returned, pull from packet memo to organization and certificate after you make a copy of certificate. Call organization to pick up the certificate. Note date/name of person picking up packet in green log book. File remaining paperwork in S&F file. A copy of the stamp for S&F files is shown below:

**FILE**

DB _____	Initialed by you showing you have placed in database
AO _____	Initialed by you the Action Officer
BR CH _____	Initialed by Senior Instructor, SFDD
DIV CH _____	Chief, SFDD initials (unless signs both copies of memo)
CERT # _____	Certification Number assigned in green log book

6. Go to Instructor Certification Access database located on the QAO drive, staff & faculty folder, ADA and FA subfolders, locate ADA Certifications.mdb or INSTCERT.MDB for FA, and enter appropriate information for each person certified. Enter the following:

SSN, last name, first name, MI, Region, (cert) yes, date, unit, MOS, and Certification Number.

Note: be sure MOS and Unit information is typed similarly to previous members of the same unit/MOS. We will not be able to do queries if information is typed differently, caps or no caps, etc.

7. For Decertification, go to Certification Database and delete “yes”, put in “no,” date and close database.

8. File paperwork in appropriate regional folder.

9. Notify IASO or Assistant IASO every Friday to update Instructor database.

10. The number of Certifications and De-certifications are put in the database for statistics each month.

**h. DATABASE**

**1. Instructor Certifications – On a weekly basis update (add) new instructor certifications weekly in the database. Contact IASO Assistant IASO on Fridays to update for the world view (others that have a need to know). Your work is in the database that only S&F can look at which includes all certifications done since 1999. Ensure that No SSNs can be seen on the world view.**

**2. Student Archive – List SSN, name rank, date student graduated from appropriate class.**

**3. Statistics – Add after each class to the appropriate month.**

**4. Observation Database – Set up one for each new fiscal year.**

**a. Instructors send completed observation packet to Senior Instructor, Staff & Faculty Development Division for stamping and preparation for Chief, SFDD signature. Additionally the Senior Instructor will record observation in the SFDD Instructor Observation Database and will additionally verify information is accurate, proper grammar, format, etc. before giving to Chief, SFDD for signature.**

**b. When returned from Chief, SFDD, the Senior Instructor will give to Registrar SFDD to send original copy forward to commander and file SFDD copy.**

#### **i. TRAINING REQUIREMENTS**

**1. PURPOSE: To set guidelines for students attending all courses taught locally by Fort Sill's Staff and Faculty or via Distributed Learning to maximize attendance of Fort Sill personnel in all classes conducted by the Army Training Support Center (ATSC) from Fort Eustis, VA.**

**2. Students will receive notification and/or LOI at least two weeks prior to the start of the course they will attend. If the student cannot attend for whatever reason, either the student or the Unit Schools NCO will notify the registrar of the cancellation as soon as possible.**

**3. Students must be on time for class—every day, 0743 hours on the first day of class. The LOI specifies that if a student is 15 minutes late on the first day of class, he/she will be dropped from the course and their unit must reschedule them for a later date. At that time standby students may replace the original student. If stand-by students are allowed into the class and there are class slots remaining, a student removed from the registry may be re-admitted as a second priority.**

**4. Students must read and comply with all instructions in email and/or the LOI.**

**5. Notification of confirmed seating in a class is sent to the candidate and/or his/her supervisor, stating date, place, time, prerequisites (if any), and site coordinator's name and phone number. Three days before class, a standby candidate will be notified to be available for the same class in case of a cancellation by confirmed supervisor.**

**6. The following statement will accompany all notifications sent to student and students' supervisor:**

**“Students” must notify the Staff & Faculty Development Division instructor or site coordinator if he/she cannot attend class, or may be arriving late to class on first day within two business days of the start of class. Fifteen minutes following start of class, a standby student will replace the late or no-show student. No exceptions.**

**7. The original student’s name will go to the bottom of the standby list when he/she cannot attend the scheduled class. Telephone numbers and names of Staff & Faculty Development Division Course Coordinators and site coordinators are listed at end of this SOP.**

**8. Students requiring additional information should direct all inquiries to the SFDD Registrar at [ATSFDMA@sill.army.mil](mailto:ATSFDMA@sill.army.mil) or call 442-4137 and/or Chief, SFDD 442-2271 when appropriate.**

**9. Civilians will prepare a Form SF 182 for all training of four hours or more for documentation in their personnel folders. The SF182 must be signed by the student’s supervisor and by the instructor or facilitator when training is complete. Students also must document their training hours in MyBiz on-line.**

**10. Military personnel must complete a 40-hour block of training to put in their official folders. A certificate will suffice as documentation of their training.**

**11. For civilians, all funded commercial training must be approved in the RASS system prior to class start date or the civilian may be required to pay for the training.**

**12. ATSC certificates are mailed to Fort Sill 2-4 weeks following end of class. Certificates are given to students upon receipt. The Staff & Faculty Development Division Registrar will keep a statistical record for each class with pertinent information for future reference and documentation.**

#### **j. TRAIN-THE-TRAINER REQUIREMENTS**

**1. The information provided below shows requirements needed for certification as a Train-the-Trainer for TRADOC courses, per TRADOC 350-70 II-1-3: Army Basic Instructor Course (ABIC), Small Group Instructor Training Course (SGITC), Video Teletraining Course (VTTIC), and Systems Approach to Training (SATBC).**

**2. Requirements for Distributed Learning Instructors are noted in paragraph 7.**

**3. Requirements for Train-the-Trainer certification for ABIC (240 hours minimum):**

- a. Attend ABIC– 80 hours**
- b. Act as Assistant Instructor (to include teaching 3-4 lessons) for ABIC – 80 hours**
- c. Participate in a pre-certification work-up with a certified ABIC Instructor**
- d. Teach the entire course and successfully pass the Basic Instructor Performance Checklist) – 80 hours**

**4. Requirements for Train-the-Trainer certification for SGITC (120 hours minimum, plus prior completion of ABIC):**

- a. Attend SGITC– 40 hours
- b. Act as Assistant Instructor (to include teaching 3-4 lessons) for SGITC – 40 hours
- c. Teach the entire course and successfully pass the Basic Instructor Performance Checklist) – 40 hours

5. Requirements for Train-the-Trainer certification for VTITC (120 hours minimum, plus prior completion of ABIC).

- a. Attend ABIC – 80 hours
- b. Attend VTITC – 40 hours
- c. Act as Assistant Instructor for (includes teaching 2-3 lessons) VTITC–40 hours
- d. Teach the course successfully (and be rated by a certified instructor using the Basic Instructor Performance Checklist) – 40 hours

6. Requirements for Train-the-Trainer certification for SATBC (120 hours minimum):

- a. Attend the SATBC – 40 hours
- b. Act as Assistant Instructor (teaching 2-3 lessons) – 40 hours
- c. Teach the course successfully and be rated by a certified instructor using the Basic Instructor Performance Checklist) – 40 hours.

7. Requirements for a Distributive Learning Instructor are dependent upon the method of delivery, facility and/or software. Additional classes are listed below depending delivery method of instruction used:

a. To conduct training via Video Teletraining only requires:

- 1. Completion of ABIC – 80 hours
- 2. Completion of Video Teletraining Course – 40 hours

8. Requirements for all military instructors' certification include the following in addition to completing the appropriate courses named in TR 350-18 paragraph 4-4:

- 1. Copy of orders awarding the instructor ASI/SQL (8 or previously H) or approved DA 4187 requesting ASI "8".
- 2. Graduate of course to be taught.
- 3. Meet height/weight standards IAW 600-9.
- 4. Passing score on APFT within the last 6 months (RC, within last 12 months)
- 5. Completion of SGITC (or ABIC) course for instructor teaching courses requiring small group method of instruction (TRADOC Regulation 350-18, Para 4-5, 4-6).

**k. CONDUCTING NEEDS ASSESSMENT SURVEY**

- 1. Conduct a Needs Assessment Survey annually to determine training needs of FCoE Staff and Faculty personnel.

**2. A list of local training, courses available from TRADOC, Army Training Support Center, Army Logistics Management College, and universities can be found on the FCoE SFDD website.**

**3. Staff & Faculty Development Division local training includes the following:**

- a. Army Basic Instructor Course (ABIC)**
- b. Small Group Instructor Training Course (SGITC)**
- c. Systems Approach to Training Basic Course(SATBC)**
- d. Video Teletraining Instructor Training Course(VTTITC)**

**4. TRADOC Courses:**

- a. Senior Training and Education Managers Course(STEMC)**
- b. Training Developers Education and Middle Manager Course(TEDMMC)**

**5. Army Training Support Center at Fort Eustis, VA Courses (by request only).**

- a. Automated Systems Approach to Training**
- b. Small Group Instructor Training Course**
- c. Systems Approach to training Basic Course**
- d. Army Basic Instructor Course**
- e. Video Teletraining Instructor Training Course**
- f. Planning, Programming, Budgeting and Execution Course - ACCP**
- g. Action Officer Development Course – ACCP**
- h. Distributed Learning Instructor Course – ACCP**
- i. Supervisory Development Course - ACCP**

**6. Army Logistics University, Fort Lee, VA (must input via ATTRS request).**

- a. Capabilities Development Course**
- b. Combat, Training and Doctrine Developers Integration Course**
- c. Manprint Course**
- d. Contracting Officers Representative Course**
- e. Performance Work Statements Course**

**7. E-Learning (On-line)**

**8. Other courses that may be conducted by local university**

- a. Adult Learning Theory and Its Implications**
- b. ISD courses**
- c. Briefing Techniques**
- d. Basic Computer Classes**
- e. Job and Task Analysis**
- f. Using ISD to Develop Web-Based Instruction**

9. If other training, not listed above, will aid in job performance, accomplishing the mission and/or career progression, training subjects must be identified and forwarded to Staff & Faculty, 442-2372/2271. Every effort to locate mission accomplishment training will be made to ensure staff and faculty has appropriate training to complete their jobs.

10. Distribution of survey is as follows:

- a. Commander 6<sup>th</sup> ADA Brigade
- b. Commander 428<sup>th</sup> FA Brigade
- c. Commander 434<sup>th</sup> FA Brigade
- d. Commandant, NCOA
- e. Director, Quality Assurance Office
- f. JCI Directorate
- g. FA Bulletin
- h. DOTD (LL/Analysis; Doctrine; New Systems; Unit and Individual Training Divisions; Contracting; Distributed Learning; Operations, Morris Swett Library; Fires Journal)

11. Civilians will complete an Individual Development Plan (IDP) scheduling required training at a minimum as listed in the ACTEDS Plan, and may list career progression training pending fund availability and approval.

12. Military personnel will complete a local form scheduling minimum training requirements. The in-house form shows courses required for schoolhouse training developers, SMEs, etc., which is taken from TRADOC Regulation 350-70.

13. Supervisors must sign all IDPs/Forms submitted for the needs assessment; ensure Priority I (mandatory) training requests are identified. Priority II and Career Enhancement training may be listed but is dependent on availability of CP32 funds. Consult the ACTEDS PLAN for training needs.

14. Returned survey results are consolidated and viewed. When there is a majority of requests for similar training, action to schedule and arrange for that training will take place. When funding is available, courses may be scheduled at Fort Sill when 15 or more military and/or civilian personnel require the same training for mission accomplishment.

## **I. TRADOC MANAGEMENT COURSES**

1. General. The FCoE is responsible for two courses sponsored by TRADOC:

- a. Training and Education Developers Middle Manager's Course (TEDMMC)
- b. Senior Training and Education Manager's Course (STEMC).

The STEMC is taught in Hampton, VA. The TEDMMC is taught locally facilitated by a TRADOC contractor. The Course Manager at TRADOC can be reached either by email, <mailto:tdixon@akima-ais.com> [tdixon@akima-ghr.com](mailto:tdixon@akima-ghr.com), or at (757) 265-9570 EXT 2124.

TRADOC reimburses the installation at the end of each quarter for students trained. Rental cars are not authorized for this training. Individual organizations may pay for student's rental cars. A copy of the TDY orders and, if civilian, a copy of the SF 182 signed by the supervisor is required by

the instructor/facilitator. A copy of the SF182 will be returned to the student. Students must document their training in MyBiz.

2. FCOE has three annual blended learning classes with a quota of twelve for TEDMMC. Registration forms for TEDMMC are emailed to [tdixon@akima-ghr.com](mailto:tdixon@akima-ghr.com). Students who are accepted are entered in ATTRS by TRADOC 2—6 weeks following course completion. Students will receive “Joining Instructions” from TRADOC through the FCoE POC with pertinent information about the class. The POC should revise and place FCoE info only on the “Joining Instructions” for FCoE students See registration form).

3. The STEMC has no student quota. Classes are offered four times each fiscal (Nov-Mar-Aug-Sep). The Fort Sill Rep (442-2372) must be contacted for STEMC nominations which are sent to [tdixon@akima-ghr.com](mailto:tdixon@akima-ghr.com). Students accepted for the course will receive “Joining Instructions” and a TDY Worksheet, from TRADOC through the FCoE POC, to complete and return to [tdixon@akima-ghr.com](mailto:tdixon@akima-ghr.com).

4. The FCOE POC coordinates with school managers to determine TEDMMC training needs. The list is sent to the TRADOC Course Manager.

5. The TRADOC POC notifies the FCOE representative by email of upcoming classes with all the pertinent data attached for the student. The FCOE representative forwards the information to students and their supervisor, offering any assistance needed.

6. When the student receives the email packet, he must follow the "Joining Instructions" as required.

7. If the student is a civilian, a SF 182 is prepared by the FCOE representative for civilian students traveling to Hampton as well as students in a blended learning class at Fort Sill. The Course Manager/facilitator will sign form SF 182 at the completion of the course and give it to student.

8. Students must hand carry a copy of their TDY orders and SF 182 (if civilian) to give to the instructor when traveling to training in Hampton, VA.

9. When the student returns from training, if civilian, he/she must self-document their training in MyBiz on-line.

**m. STAFF & FACULTY DEVELOPMENT DIVISION STANDING OPERATING PROCEDURES INSTRUCTOR OF THE YEAR (TRADOC INSTRUCTOR OF THE YEAR)**

1. GENERAL INSTRUCTIONS. The Chief, SFDD or his/her designee is responsible for the following duties for the TRADOC Instructor of the Year competition. The Chief, SFDD will be apprised of the activity in general as it progresses.

2. DUTIES. TRADOC S&F will send the memorandum to the schools announcing the competition. Notify TRADOC of local POCs name as requested. There are five categories for the IOY: Commissioned Officer; Warrant Officer, Noncommissioned Officer, National Guard and Civilian. (National Guard can only win locally as their input should be sent from the National Guard Bureau.)



- a. Prepare local memo for distribution to all teaching departments (6th ADA, 428<sup>th</sup> FA, 434<sup>th</sup> FA, NCOA, JACI, and SFDD) announcing the Fort Sill competition and attach a timeline of their responsibilities.
- b. Receive POCs names and phone numbers from units. Schedule an information briefing with POCs about their responsibilities as the IOY POC for their unit.
- c. Set up schedule of events based on sample of previous knowledge of time constraints for each action to be completed. There are approximately 40-plus actions from start to finish, culminating with the award ceremony.
- d. Prepare request (FS 104) for rooms for board member interviews for 2 days. Request rooms for ceremony rehearsal and actual date of ceremony (2 days). Request goes to Special Actions Office (SAO). The President of the board may use their conference area if they desire.
- e. Notify STRATCOM about upcoming competition and video scheduling of instructors in their classrooms. Each instructor must send a request for a video to the SFDD NOCOI to consolidate and schedule with STRATCOM.
- f. STRATCOM must consolidate all videos onto separate disks for ADA and FA boards. Boards consist of 6 persons per board.
- g. Each unit must submit a work order, Appendix J, for a photographer by establishing an online account (Customer Contact Information) with Visual Information Services at <https://www.vios-west.army.mil> to request services from DPTM for photographing the ceremony. Just follow directions. Turn in the request at least six weeks prior to the ceremony. (Note: We can only request photos when General Officers are present during the ceremony.)
- h. Prepare separate requests on FS104s and sent to DPTMS Scheduling for GO Flags, chaplain, narrator, and the Army Band. These requests must be received NLT 45 days prior to the ceremony or a letter of lateness, signed by the director, must accompany the request.
- i. Receive board members names from departments: FA President is Commander 428<sup>th</sup> FA, other members consist of LTC - 428<sup>th</sup>; CWO 428<sup>th</sup> FA; SGM - FATC; CSM - NCOA; LTC- FATC; Civilian - QAO. ADA will have same members in their organization: LTC, CWO, CSM, NCOA, QAO civilian).
- j. The Chief, SFDD will send a memo with the winner's names to each Commandant, so he/she can announce the award winners to the CG.
- k. The Chief, SFDD will work with the CG's Admin to get on CG's calendar for award presentation. This is done prior to the decision paper preparation.
- l. Prepare an FS51, Staff Action Memorandum, for the CG to approve the ceremony date and to sign 2-star notes for local winners. If CG cannot present on the day proposed by SFDD, he will select a new date. Notify all parties concerned: SAO (for room); photographer, narrator, chaplain, band, recipients, and other parties concerned.

### **3. NOMINEE PACKETS:**

- a. Receive nominee packets by stated deadline. (Call POC for assistance)
- b. Prepare nominee's packets for board members; distribute packets to board members (requires duplication of all materials for each board).
- c. Prepare room for interviews (check for DVD player, projection screen, ice water, cups)
- d. Designate a statistician for compiling votes and/or running the DVDs for the board.
- e. If needed, notify STRATCOM about re-making videos for selected winners. Winning instructors must notify the SFDD NCOIC when they are available to remake their videos.
- f. Prepare short memo describing contents and of nominee packets and mail to TRADOC NLT the designated due date.

#### **4. AWARDS.**

- a. Send letters to post vendors for donations, follow up with a visit if needed. (DO NOT solicit off post; however, if a vendor wishes to donate, take the donations; *get all you can for our instructors.*) Establish a rapport with vendors to gain donations. Send vendors an invitation to the ceremony. Arrange seating for all who present donations.
- b. Take plaques in east hallway to Henderhan's for engraving.
- c. Pick up 2-star notes and frame them; try to secure gift bags. If not, purchase them for gifts.
- d. Prepare information for the Cannoneer Newspaper.
- e. Prepare request to have names put on the marquees on post, (POC at MWR 2-0955).

#### **5. CEREMONY. The ceremony is held in Reimer Conference Center (RCC)**

- a. Plan and work with the Protocol Office (2-3902) to prepare and send invitations from the Post Commander as directed to the entire Post population with RSVPs.
- b. Contact the Lawton Mayor (lmeaders@cityof.lawton.ok.us) about presenting certificates of appreciation and send him/her an invitation to the ceremony.
- c. Establish the RSVP list and receive calls and mark the attendance on the list. A seating chart will be derived from this list. Keep in touch with Protocol office about seating arrangements.
- d. Write the narrative; sample Appendix K, for the ceremony to give to narrator from DPTM.

e. Schedule rehearsal with all parties (except CG) to include recipients, chaplain, narrator, and someone from AC's office if they so desire. Send narrative to the CG's writer along with a short biography of each recipient. Rehearse with the above mentioned parties.

f. NCOIC or designee should arrange to pick up GO Flags and place them appropriately in the RCC

g. Ask recipients for the number of guests that will accompany them to the ceremony (wife, children, parents and guests) in order to plan seating for all guests.

h. Pick up flowers; set up donations and plaques on tables the day of the ceremony.

i. The Chief, SFDD, his/her designee(s), or the Protocol staff will show guests, mayor, IOY Board members to their designated seats.

j. The SFDD NCOIC or his designee will prepare and present the ARCOMs and Civilian Award to the CG to give to recipients. NCOIC will have correct item for presentation. A designee should take the gift from recipient and place it on the table as the next donation is being presented.

k. Prepare and send thank you cards/letters to all who donated to the winning nominees.

l. Review the program to see if changes are needed and/or can be refined for the next year.

m. In the event that one or more of the local nominees win the TRADOC IOY, plan a ceremony, unless the CG has a ceremony, for the TRADOC Instructor of the year.

**n. PHYSICAL SECURITY/CRIME PREVENTION**

1. **PURPOSE:** The Chief, SFDD accepts the provisions of those items set forth in the QAO SOP. This Physical Security/Crime Prevention SOP establishes further issues for physical security and crime prevention posture for the Division.

2. **REFERENCES:** See those as prescribed by the QAO SOP less that not directly applicable to this Directorate.

3. The following areas are addressed.

a. **Responsibilities:** The Chief, SFDD will brief personnel about their respective areas on the importance of maintaining security and accountability of property. All personnel must be cognizant of those individuals normally working in their areas and be alert to individuals in the area without business.

b. **Physical Security:** All SFDD personnel will ensure the accountability and security of all items they are responsible for plus those items within their office/classroom area. The last person departing an office/classroom area will ensure that the SF 701 is completed and those areas are checked and verified prior to closing for the workday.

**c. Crime Prevention: SFDD personnel will maintain alertness for items left unattended and assist one another in the prevention of theft. All computer equipment will be accounted for at all times. LAPTOP computers will be secured when not in use.**

**b. Key Control: The Key Custodian (NCOIC) will issue all keys. Each employee will sign for keys issued to them. Lost/stolen keys must be reported to the Key Custodian immediately.**

# Appendix A

## ABIC Train-up Schedule

### Prior Reading:

- Training Adaptive Leaders for FSO: An Outcomes-Based Approach

<b>Day 1</b>	<p><b>Morning:</b></p> <ul style="list-style-type: none"><li>• “Trainees” Identify Questions/Concerns/Needs for ABIC I Preparation</li><li>• Review blocks of instruction for Day 1<ol style="list-style-type: none"><li>1. Course Overview</li><li>2. Student Instructions</li><li>3. Pre-ABIC Self Evaluation</li><li>4. TDE: Classroom Scenario</li><li>5. Learning Styles</li><li>6. Teaching Styles</li><li>7. Outcomes-Focused Instruction</li><li>8. Homework</li><li>9. End of Day AAR</li></ol></li><li>• Review blocks of instruction for Day 2<ol style="list-style-type: none"><li>1. OFI Homework Review</li><li>2. Assessment of Student Learning</li><li>3. Effective Communication</li><li>4. Media and Tools</li><li>5. Homework</li><li>6. End of Day AAR</li></ol></li></ul> <p><b>Afternoon:</b></p> <ul style="list-style-type: none"><li>• Trainees pitch OFI “Crawl-Walk-Run” Exercise</li></ul>
<b>Day 2</b>	<p><b>Morning:</b></p> <ul style="list-style-type: none"><li>• Review blocks of instruction for Day 3<ol style="list-style-type: none"><li>1. Student Briefs: Methods of Instruction</li><li>2. Review: MOI or Media/Tool?</li><li>3. ALM</li><li>4. “Random Object Impromptu”</li><li>5. Parts of a Lesson Plan</li><li>6. Homework</li><li>7. End of Day AAR</li></ol></li><li>• Review blocks of instruction for Day 4<ol style="list-style-type: none"><li>1. Classroom Management</li><li>2. Student Led Instruction #1</li><li>3. Homework</li><li>4. End of Day AAR</li></ol></li></ul> <p><b>Afternoon:</b></p> <ul style="list-style-type: none"><li>• Trainees pitch TDEs</li></ul>

## Appendix A

<b>Day 3</b>	<p><b>Morning:</b></p> <ul style="list-style-type: none"> <li>• Review blocks of instruction for Day 5               <ol style="list-style-type: none"> <li>1. Student Led Instruction #1</li> <li>2. Review Guidelines for Student Led TDE</li> <li>3. Week 1 Student Performance Review</li> <li>4. Homework</li> <li>5. End of Day AAR</li> </ol> </li> <li>• Review blocks of instruction for Day 6               <ol style="list-style-type: none"> <li>1. Review of Week 1</li> <li>2. Student Led TDE</li> <li>3. “Most Memorable Instructor”</li> <li>4. Electronic Resources</li> <li>5. Homework</li> <li>6. End of Day AAR</li> </ol> </li> <li>• Review blocks of instruction for Day 7               <ol style="list-style-type: none"> <li>1. Student Led TDE- cont.</li> <li>2. Course Evaluation</li> <li>3. Effective vs. Ineffective Instruction</li> <li>4. Homework</li> <li>5. End of Day AAR</li> </ol> </li> <li>• Review blocks of instruction for Day 8-10 (time permitting)</li> </ul> <p><b>Afternoon:</b></p> <ul style="list-style-type: none"> <li>• Trainees pitch Performance Review OR Course Evaluation?</li> </ul>
<b>Day 4</b>	<p><b>Trainees prepare their materials</b></p> <p><b>Clarify any questions/concerns with ABIC Instructors</b></p>
<b>Day 5</b>	<p><b>Trainees prepare their materials</b></p> <p><b>Clarify any questions/concerns with ABIC Instructors</b></p>

**Appendix B**  
 TRADOC Regulation 350-70  
 BASIC INSTRUCTOR PERFORMANCE CHECKLIST

**INSTRUCTOR:** \_\_\_\_\_ **DATE:** \_\_\_\_\_  
**PFN:** \_\_\_\_\_ **SUBJECT TAUGHT:** \_\_\_\_\_

Instructor Action	GO	NO-GO
<b>1. <u>Risk Control Measures</u> (“a” through “d” required for a “GO” rating):</b> a. Provided WARNINGS for training safety hazards. b. Identified high-risk assessment level. c. Emphasized environmental hazards. d. STOPPED practice or testing when dangerous situation occurred.		
<b>2. <u>Terminal Learning Objective:</u> Stated the action, conditions, and standard.</b>		
<b>3. <u>Technical or Tactical Competence</u> (“a” and “b” required for a “GO” rating):</b> a. Responded to standard questions relating to objectives. b. Conducted demonstrations and exercises when appropriate.		
<b>4. <u>Introduction</u> (“a” through “d” required for a “GO” rating):</b> a. Used motivator. b. Explained --- 1. Difference between training and task performance on the job. 2. How performance will be tested. 3. Why task is important. 4. Risk assessment level. 5. Environment protection considerations. a. Defined new terms. b. Provided WARNINGS and CAUTIONS for training safety and job safety.		
<b>5. <u>Learning Steps/Actions</u> (“a” through “f” required for a “GO” rating):</b> a. Explained and/or replicated cues. b. Showed steps in parts. c. Asked questions. d. Explained key points. e. Covered material in lesson plan. f. Used --- 1. Logical sequence. 2. Smooth transitions.		

Note: Instructor must receive a “GO” rating for Instructor Actions 1 through 3 to achieve satisfactory rating.

## Appendix B

Instructor Action	GO	NO-GO
<b>6. <u>Job Performance Context</u>:</b> Explained relationship of task or training event to the performance soldier will carry out in the job environment.		
<b>7. <u>Questions and Feedback</u></b> ("a" through "e" required for a "GO" rating): <ul style="list-style-type: none"> <li>a. Engaged students every 3 to 6 minutes.*</li> <li>b. Asked or answered questions.</li> <li>c. Stopped for discussion.</li> <li>d. Asked for feedback.</li> <li>e. Actively involved all students.</li> </ul> * a. May vary depending upon subject being taught.		
<b>8. <u>Training Aids</u></b> ("a" and "b" required for a "GO" rating): <ul style="list-style-type: none"> <li>a. Ensured training aids/equipment were operational.</li> <li>b. Used ---               <ul style="list-style-type: none"> <li>1. Training aids/training equipment properly.</li> <li>2. Legible and appropriate visuals.</li> </ul> </li> </ul>		
<b>9. <u>Facilitation of Student Ability to See and Hear</u></b> ("a" and "b" required for a "GO" rating): <ul style="list-style-type: none"> <li>a. Asked students if they could see and hear instruction.</li> <li>b. Corrected any identified situations where student was unable to see or hear instruction.</li> </ul>		
<b>10. <u>Personal Appearance</u>:</b> Demonstrated well-groomed appearance, Confident demeanor, enthusiasm, no distracting mannerisms.		
<b>11. <u>Basic Delivery Skills</u>:</b> Used appropriate gestures, movement, Communication skills (clear enunciation; appropriate speech volume, Tone and rate; good grammar and choice of words with minimum "crutch" words.)		
<b>12. <u>Questioning Techniques</u>:</b> Incorporated Ask-Pause-Call techniques (also Called pose/pause/pounce) for conference and direct questioning during practice exercises or one-on-one questions.		

Note: Instructor must receive a "GO" rating for Instructor Actions 1 through 3 to achieve satisfactory rating.



## Appendix B

Instructor Action	GO	NO-GO
<b>13. <u>Facilitate Student Performance</u></b> ("a" through "c" required for a "GO" <b>Rating):</b> <b>a. Provided frequent ‘checks on learning’ and practice opportunities (usually over 50% for module or lesson prior to testing).</b> <b>b. Conducted practice sessions that included—</b> <ol style="list-style-type: none"> <li>1. One best way (accurate demonstration).</li> <li>2. Student activity that matched or closely modeled required job performance.</li> <li>3. Practice in parts.</li> <li>4. Shaping of student skills.</li> <li>5. Specialized individual help when needed.</li> <li>6. Answers to student questions.</li> <li>7. On-the-spot correction and praise.</li> <li>8. Immediate stopping of practice when dangerous situation occurred.</li> </ol>		
<b>13. Cont. Conducted performance tests that included ---</b> <ol style="list-style-type: none"> <li>(1) Preparation of test conditions.</li> <li>(2) Briefings to students.</li> <li>(3) Presentation of performance cues.</li> <li>(4) Observation of student performance without interruption except for intervention for safety purposes.</li> </ol>		
<b>14. <u>Respectful Behavior</u>: Displayed no signs of put downs, sarcasm, off-color material, or sexist/ racist/ethnic remarks.</b>		
<b>15. <u>Summaries of Instruction</u>: Provided interim (When appropriate) and Concluding summaries.</b>		
<b>16. <u>Training Resource Management</u></b> ("a" through "d" required for a "GO" rating): <ol style="list-style-type: none"> <li>a. Ensured availability of sufficient materials and resources.</li> <li>b. Retained control of class.</li> <li>c. Managed disruptive students.</li> <li>d. Used instructional time wisely.</li> </ol>		
<b>17. <u>After-Action Review</u>: Conducted AAR following field exercise, Practical exercise, or testable module.</b> Note: The AAR Instructor Performance Checklist is at paragraph III-4-7 TRACOC Reg. 350-70.		

Instructor must receive no more than three (3) "NO-GOs" for Instructor Actions 4 through 17 to achieve a satisfactory rating.

**EVALUATOR/SME POSITION** \_\_\_\_\_

**EVALUATOR/SME POSITION** \_\_\_\_\_

## Appendix B

RECOMMEND FOR CERTIFICATION

YES \_\_\_\_\_ NO \_\_\_\_\_

**COMMENTS:**

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## Appendix C

DEPARTMENT OF THE ARMY  
UNITED STATES FIELD ARTILLERY SCHOOL  
FORT SILL, OKLAHOMA 73503-5600



REPLY TO  
ATTENTION OF  
ATZR-QA

**EXAMPLE**

Date

MEMORANDUM FOR Commander, 428<sup>th</sup> FA Brigade

SUBJECT: Instructor Observation Findings

1. Enclosed is a copy of the comments and checklist completed during the observation of the following named instructor:

a. Name:	Smith, Joe
b. Rank:	SSG
c. Date:	23 August 2001
d. Class:	Support Geometry
e. Tread # :	TT81IC
f. Training Area:	Burleson Hall, Rm 106
g. Unit:	FSCAOD
h. Certification #	7623

2. The instructor received a GO ☒ or a NO GO ☐

3. The instructor demonstrated all teaching elements required by TRADOC Reg. 350-70. SSG Travis gave an in depth and informative class on Battlefield Geometry. All standards were measurable and achievable. The instructor made sure to point students in the direction of specifics that might be on the exam.

4. Point of contact is the undersigned, Staff & Faculty, 442-2206/2372

Encl  
Performance Check List

//Original Signed//  
JOE E. SMITH  
SFC, USA  
SFDD Observer

## Appendix D

Instructor Courses						
Unit	Rank	Name	Course	Start	End	Remarks
B/1-30	MAJ		SGITC	20101018	20101022	
B/1-30	MAJ		ABIC	20100907	20100917	Attending
A/1-78	SSG		ABIC	20100907	20100917	Attending
C/1-78	SSG		ABIC	20100907	20100917	Attending
D/1-78	SSG		ABIC	20100907	20100917	Attending
B/1-78	SGT		ABIC	20100907	20100917	Attending
A/1-30	CPT		ABIC	20100920	20101001	Attending
A/1-30	1LT		ABIC	20100920	20101001	Attending
B/1-30	CW3		ABIC	20100920	20101001	Reserved
B/1-30	SSG		ABIC	20100920	20101001	Reserved
A/1-78	SSG		ABIC	20100920	20101001	Reserved
C/1-78	SFC		ABIC	20100920	20101001	Reserved
C/1-78	SSG		ABIC	20100920	20101001	Reserved
D/1-78	SFC		ABIC	20100920	20101001	Reserved
D/1-78	SSG		ABIC	20100920	20101001	Reserved
C/1-78	SSG		ABIC	20100920	20101001	Reserved
C/1-78	SFC		ABIC	20100920	20101001	Reserved
A/1-30	1LT		ABIC	20101011	20101022	Reserved



REPLY TO  
ATTENTION OF

## Appendix E

### DEPARTMENT OF THE ARMY

HEADQUARTERS, UNITED STATES ARMY FIELD ARTILLERY CENTER AND FORT SILL  
FORT SILL, OKLAHOMA 73503

ATZR-CQ

23 September 2010

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Letter of Instruction for Army Basic Instructor Course (ABIC) **Date of class here**  
FINAL

1. The following administrative instructions pertain to your class:

- a. Place: Bldg XXXX RoomXXX
- b. Time/Date: Report at 0730 on **Date here** 2010. *If you are 15 minutes late on the first day (after 0745), you will be dropped from the course and your unit will be responsible for re-scheduling you for another class.*
- c. Uniform/Attire: Appropriate duty uniform/work attire that is normally worn in your workplace.
- d. Required materials to be brought to class:
  - i. Certificate of Completion; DOD Information Assurance Awareness
  - ii. Certificate of Completion; Department of the Army DOD Information Assurance Awareness {DA form 87}.
  - iii. Completed FS Form 116.
  - iv. A formatted CD-RW (re-writable) is optional.

**Note:** All certificates and forms must be dated within the past year to be valid. You must have all required certificates on the first morning of class. If you do not have all required documents when you sign in, you will be dropped from the class, and your unit will be responsible for rescheduling you for another class. Instructions for completing classes are on the 3<sup>rd</sup> page.

The attached document is a tutorial that you can access to learn how to create PowerPoint presentations. If you are not familiar with PowerPoint it would benefit you as well as save time while attending ABIC. Prior to attending ABIC, view the training video. It has useful information on PowerPoint usage.

2. You are required to attend the entire course (no absences) to receive credit. If you are unable to attend the entire course, call the registrar to reschedule for another class. To successfully complete course requirements you will need access to a computer when you are outside of class.

## **Appendix E**

**ATZR-CQ**

**SUBJECT: Letter of Instruction for Army Basic Instructor Course (ABIC)**

3. There will be several opportunities for student led instruction and public speaking activities.
4. You will receive informational materials in the classroom from the instructor.
5. For non-local students, call 877-902-3607 for billeting information/reservations.
6. Points of Contact for additional information:
  - a. Instructor, Mr. Williams (580) 442-2206
  - b. For last minute questions or issues: Registrar, (580) 442-4137

**SEE DISTRIBUTION:**

**XXX**

**//Original Signed//**

**XXX**

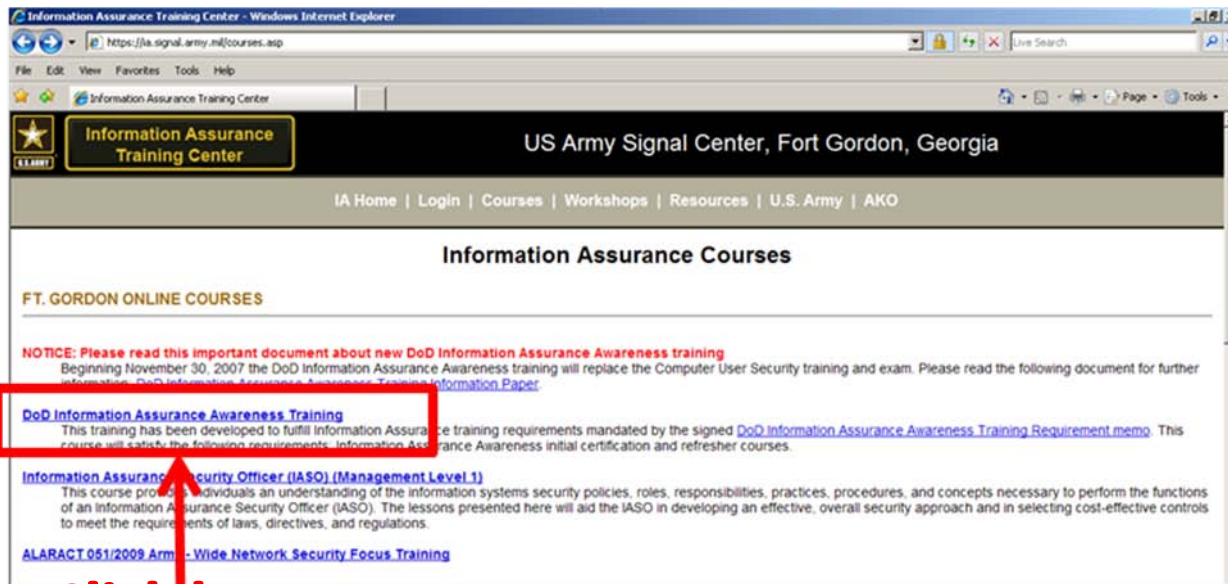
**XXX**

**Chief Instructor, PDD**

**[List of student below]**

## Appendix E

Go To: <https://ia.signal.army.mil/courses.asp>



Click here

IA Home | Login | Courses | Workshops | Resources | U.S. Army | AKO

### DoD Information Assurance Awareness Training

**Objectives:** The objectives of this training are listed as follows.

- Affect physical security of computer hardware and software.
- Limit access to computer equipment to authorized users only.
- Prevent computer fraud, waste and abuse.
- Implement effective contingency planning.
- Report security problems to the chain of command.
- Protect computer files from infection by malicious logic.

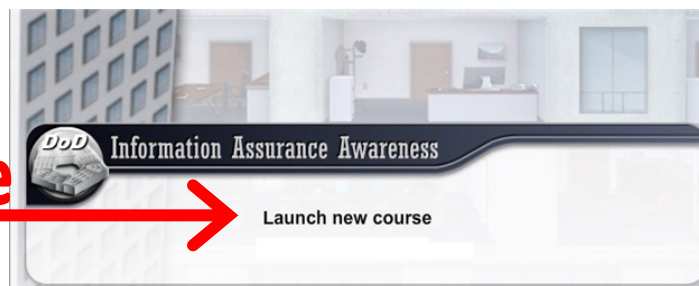
**Additional Information:** To successfully pass this training, students must receive 70% or greater on the exam. Once the exam is passed, students will have a certificate of completion (see [Login Page](#) for information on printing certificates). Certificates for the DoD Information Assurance Awareness training are valid for **12 months**.

To complete the annual Information Assurance Awareness Training, you must perform each of the following steps:

1. Click the [Launch DoD Information Assurance Awareness](#) link below to begin your training session. The training session will open in a new browser window. Once you complete the training, print the DoD IA Awareness annual certificate (**PLEASE NOTE:** If you do not print the DoD certificate, OR if you lose the DoD certificate, we will not be able to send you a copy).
- For Army requirements, close the training session window and move on to Step 2.
2. Once you complete the training module, read the [Army Addendum](#). The 508 compliant version of the Army Addendum [508 Compliant Army Addendum](#) (there will be questions on the exam related to the Army Addendum).
3. After you have read the Army Addendum, [take the Required Army Exam to complete the training](#). **PLEASE NOTE:** The exam must be taken with a passing score of 70% to meet Army IA annual training requirements. If you do not take and pass the DoD Information Assurance Awareness exam, your annual IA awareness training will not be recorded and will not be considered complete. You must take and pass the exam to receive the approved certificate from Fort Gordon.

The contents below are derived from the DoD Information Assurance Support Environment (DISA sponsored) web site.  
If you are having trouble viewing the training module, [Click Here](#)

1.Click here



2.Click here

## Appendix E

To view the training video, hold “Ctrl” button and click on any of the links below:

### **Microsoft PowerPoint 2007:**

[Create your first presentation](#)

[Up to speed with PowerPoint 2007](#)

[Personalize your slide design](#)

[Add sound effects to a presentation](#)

[Put your photos into PowerPoint](#)

### **Microsoft PowerPoint 2003:**

[Create your first presentation](#)

[Design efficiently with masters](#)

[So that's how! Great PowerPoint features](#)

[Playing sound](#)

[Playing movies](#)



## Appendix F

### Student Profile Sheet

**PRIVACY ACT INFORMATION** - This information is provided pursuant to Public Law 93-597(PA of 1974, 12/31/74, for individuals completing Federal records and forms that solicit personal information. **AUTHORITY:** Sections 1302, 3301, 3304 & 7201 of Title 5 of the US Code. **PURPOSE & ROUTINE USES:** The purpose of this form is to gather information for proper archiving and to fulfill mandatory military record requirements in ATRRS. The following information is required by AR 340-21 Chapter 4.3. Completion of SSN is voluntary; however, failure to complete this will result in inaccurate records in the ATRRS and Staff & Faculty databases, therefore not giving you credit for courses completed.

**PLEASE FILL IN YOUR INFORMATION BELOW**  
**- ALL WRITING NEEDS TO BE LEGIBLE -**

**Please pick from the following:**

Enrolled for this Class

Standby, *not* enrolled in a future course

Standby, enrolled in a future course, DATE: \_\_\_\_\_

**SSN:**                      -                      -

**LAST NAME:**

**FIRST NAME:**

**MI:**

**RANK/GRADE:**

Male

Female

**MOS:**

**(Officers Only) Branch:**

**ORG/UNIT:**

**BRANCH:**

**COMPONENT:**

Army

Active

Do you have computer access at home?    Yes    No

Air Force

Reserve

Do you have computer access at work?    Yes    No

Navy

National Guard

Marine

Civilian

Civilian

Contractor

Contractor

**TITLE OF YOUR PRESENT JOB:**

**SUPERVISOR RANK & NAME:**

**SUPERVISOR CONTACT #:**

{Please read Privacy Act above}

**STUDENT SIGNATURE:**

☐ FOR OFFICE USE ONLY ☐

**Instructor:**

**Class Dates:**

**Class #:**

## Appendix F

Class: SATBC ABIC SGITC VTTITC Other \_\_\_\_\_

*Last Modified 6/8/09*

## Appendix G

### END OF COURSE CRITIQUE

<b>COURSE:</b>	
<b>INSTRUCTOR(S):</b>	
<b>CLASS LOCATION:</b>	
<b>DATES OF CLASS:</b>	

#### RATE COURSE AREAS ON THE FOLLOWING SCALE:

1 = NOT EFFECTIVE

3 = EFFECTIVE

5 = VERY EFFECTIVE

### NOTIFICATION OF ATTENDANCE

AREA	ANSWER	COMMENTS
1. How many days prior to the start of class were you notified that you were attending?	1-5 6-10 11-15 16-30	
2. Did your chain of command provide you all the information necessary for this training?	Yes No	
3. Did you receive the letter of introduction for the course?	Yes No	
3a. If yes, how many days in advance did you receive it?	1-5 6-10 11-15 16-30	

### INSTRUCTOR(S) & COURSE DELIVERY

AREA	RATING	COMMENTS
1. Instructor spoke so that everyone could hear and understand.	1 2 3 4 5	
2. Instructor maintained eye contact and interacted with class in positive way.	1 2 3 4 5	
3. Instructor consistently assessed student understanding.	1 2 3 4 5	

**Appendix G**  
**INSTRUCTOR(S) & COURSE DELIVERY (cont.)**

AREA	RATING	COMMENTS
<b>4. Instructor facilitated class well.</b>	<b>1 2 3 4 5</b>	
<b>5. Instructor maintained classroom management well.</b>	<b>1 2 3 4 5</b>	
<b>6. Instructor recognized opposing viewpoints and withheld any personal bias.</b>	<b>1 2 3 4 5</b>	
<b>7. How would you rate the assistant instructor?</b>	<b>1 2 3 4 5</b>	

**COURSE CONTENT & MATERIALS**

AREA	RATING	COMMENTS
<b>1. Outcomes-Focused Instruction philosophy was presented with clarity?</b>	<b>1 2 3 4 5</b>	
<b>2. Learning outcomes &amp; objectives were identified and related to job performance?</b>	<b>1 2 3 4 5</b>	
<b>3. Lesson content related directly to the learning objective?</b>	<b>1 2 3 4 5</b>	
<b>4. Evaluation procedures &amp; criteria for performance were explained?</b>	<b>1 2 3 4 5</b>	
<b>5. New vocabulary &amp; concepts were explained so all students understood?</b>	<b>1 2 3 4 5</b>	
<b>6. Course included good activities and practical exercises?</b>	<b>1 2 3 4 5</b>	

## Appendix G

### COURSE CONTENT & MATERIALS (cont.)

AREA	RATING	COMMENTS
<b>7. Course was well paced?</b>	1 2 3 4 5	
<b>8. Read ahead assignments &amp; handouts were relevant and helpful?</b>	1 2 3 4 5	
<b>9. Course references were available and relevant?</b>	1 2 3 4 5	
<b>10. Media was legible and appropriate (i.e. slides, videos, etc)?</b>	1 2 3 4 5	
<b>11. The content of the course help to prepare me to be an instructor?</b>	1 2 3 4 5	
<b>12. Time spent for homework was adequate?</b>	1 2 3 4 5	

**What are your thoughts and ideas about the course?**

## Appendix G

### What are your thoughts and ideas about the course? (cont.)

This image shows a blank sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There is no handwriting or other markings on the paper.

# Thanks!

**Your response to this critique is appreciated and your feedback will aid us in improving This course because you are entitled to the highest standard of training.**

**FT SILL STAFF AND FACULTY DEVELOPMENT DIVISION TEAM**

## Appendix H

SAMPLE MEMO

SAMPLE MEMO

SAMPLE MEMO

**YOUR MILITARY ADDRESS**  
BATTALION, BUILDING, ETC.  
CITY/FORT/STATE/ZIP

*YOUR OFFICE SYMBOL*

*DATE*

MEMORANDUM FOR PDD, ATTN: ATZR-CQ (Staff & Faculty Development Division) Bldg. 755  
Rm 104, FORT SILL, OK 73503-5600

SUBJECT: Request for Technical Instructor Certification

1. The individual listed below has demonstrated the required teaching skills and subject matter expertise to teach (name of course) and has completed all instructor certification requirements.

<i>Rank/Name/SSN</i>	<i>Name of Course</i>	<i>MOS</i>
<i>MSG John Doe, 001-00-0001</i>	<i>Combat Life Saver Course</i>	<i>68W</i>

2. The certification packet listed below is enclosed:

Instructor Certification/Re-certification Checklist  
Basic Instructor Performance Checklist (TRADOC Regulation 350-70)  
Certificates, as appropriate

3. Point of contact is SFC Joe Smith, DSN 202-2002 or Commercial (101) 202-2001.

Encl

JOHN DOE  
LTC, USA  
Commander,

CF:

1 ea Indiv file

## Appendix H

### INSTRUCTOR CERTIFICATION/RECERTIFICATION CHECKLIST

INSTRUCTOR \_\_\_\_\_ RANK \_\_\_\_\_  
COURSE TITLE \_\_\_\_\_

NOTE: Instructors must complete all instructor certification requirements before performing duties as a primary instructor. Instructors must be re-certified before continuing duties as a primary instructor if he/she has not performed these duties as a primary instructor in the topic for more than 36 consecutive months.

NOTE: Provide copy of Certificate of Training when Item #1 and/or #7 is checked "YES"
---

The requesting FA Training Battalion verifies this instructor meets the minimum instructor qualification requirements as listed in the appropriate regulation and maintains the following instructor credentials in the instructor's records:

	YES	NO
1. Instructor Training:		
• 80-hour TRADOC-approved TAITC(Pending ABIC)	_____	_____
• Date completed_____		
2. Copy of orders awarding instructor ASI/SQL or approved DA 4187 requesting ASI "H or 5K.	_____	_____
3. MOS/AOC qualification, same as for course to be taught.	_____	_____
4. Graduate of course to be taught.	_____	_____
5. Meet height/weight standards IAW 600-9.	_____	_____
6. Passing score on APFT within the last 6 months (RC, within last 12 months)	_____	_____
7. Completion of SGITC course for instructors teaching courses requiring small group method of instruction TRADOC Regulation 350-18 paragraphs 4-5, 4-6. See also Policy memo, page 2, Item #10.	_____	_____

CHECKLIST COMPLETED BY: \_\_\_\_\_  
(Printed Name/Rank of Training Officer)

SIGNATURE OF TRAINING OFFICER\_\_\_\_\_

DATE CHECKLIST SUBMITTED:\_\_\_\_\_



## Appendix H



DEPARTMENT OF THE ARMY  
UNITED STATES ARMY FIRES CENTER OF EXCELLENCE AND FORT SILL  
FORT SILL, OKLAHOMA 73503-5600

REPLY TO  
ATTENTION OF:

ATZR-CQ

*Ydahl*  
11 August 2010  
4 November 2009

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Interim Policy Memo\*, Field Artillery and Air Defense Artillery Instructor  
Technical Certification

1. This memo provides guidance for obtaining Field Artillery (FA) or Air Defense Artillery (ADA) Technical Certification, IAW TRADOC Regulation 350-70 dated 9 Mar 99, TRADOC Regulation 350-18 dated 26 May 00, TRADOC Regulation 350-10 dated 12 Aug 02 and Course Management Plan.
2. In order to obtain a Technical Certification prospective military, DA Civilians, and Contractors must meet the following basic qualification requirements:
  - a. Graduate of the course being taught.
  - b. Appropriate grade for course being taught.
    - (1) Captain's Career Course-major or senior captain.
    - (2) Officer Basic Course-captain (command experience preferred).
    - (3) Warrant Officer Advanced Course-Chief Warrant Officer, CW3.
    - (4) Warrant Officer Basic Course-Chief Warrant Officer, CW2.
    - (5) Advanced Noncommissioned Officer Course-sergeant first class with prior assignment experience in a Skill Level 4 duty position.
    - (6) Basic Noncommissioned Officer Course-staff sergeant with prior assignment experience in a Skill Level 3 duty position.
    - (7) MOS-T Noncommissioned Officer-sergeant who has held the MOS for 1 year
  - c. Graduate of ABIC or prior TRADOC approved instructor training course. (All Instructors)
  - d. Graduate of SGITC. (NCOES and FACCC Instructors)
  - e. Awarded an appropriate instructor additional skill identifier (ASI) based on whether the instructor is as officer, warrant officer or enlisted; or the request for ASI has been submitted. (Military Only)
  - f. Evaluated on training a representative sample of classes from the appropriate Program of Instruction (POI) to determine technical proficiency to train the specific course.
  - g. Meet height/weight standards IAW AR 600-9 (Military Only)
  - h. Pass the APFT within the last 6 months for the AC and within the last 12 months for the RC (Military Only)
  - i. Civilian and Contractor Instructors will meet all of the above requirements except as indicated.

\*This is an interim policy memo. Once completed the new policy memo will be published.

## Appendix H

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ATZR-CQ

SUBJECT: Interim Policy Memo, Field Artillery and Air Defense Artillery Instructor Technical Certification

3. In order to obtain a FA or ADA Technical Certification prospective instructors must successfully pass a technical competency evaluation conducted by his/her chain of command. A board consisting of a technically certified instructor of the course and a member of the chain of command must evaluate the instructor on a technical class from the appropriate POI. Contracted instructors will be certified as technically competent in the same manner by the contractor in order to meet specification of the contract.
4. Once the Fires Center of Excellence has issued the FA or ADA Technical Certificate, the unit Commander/Director is responsible to ensure that the instructor is evaluated on all of the course material not evaluated during the process before the instructor begins teaching that class. An instructor will not present a class to students without being evaluated as competent on the technical content of the lesson plan first.
5. Instructors must be re-certified if they have not performed instructor duties for a period of 24 months. This will ensure that the instructor is current on all course material to be taught. If an instructor has not taught for a period longer than 24 months the certification process must be initiated again prior to assuming instructor duties.
6. Commanders/Directors/Program Managers will forward a signed memo requesting FA or ADA Technical Certification (encl 1), Instructor Certification Checklist (encl 2) and the Basic Instructor Performance Checklist (encl 3) to the Quality Assurance Office, ATTN: Chief, Professional Development Division, Fort Sill, Oklahoma 73503.
7. Point of contact is Chief, Professional Development Division, DSN 639-2206/2002, FAX 639-5724.

Encl



MATT R. MERRICK  
COL, GS  
Chief of Staff

DISTRIBUTION:

Commander, 428<sup>th</sup> Brigade, Fort Sill, Oklahoma 73503  
Program Manager, Electronic Warfare, Fort Sill, Oklahoma 73503  
Commandant, Fort Sill NCOA, Fort Sill, Oklahoma 73503  
Commander, 1<sup>st</sup> Battalion, 139<sup>th</sup> Regiment, PO Box 70300, Fort Bragg, North Carolina 28307

## Appendix H

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ATZR-CQ

SUBJECT: Interim Policy Memo, Field Artillery and Air Defense Artillery Instructor Technical Certification

DISTRIBUTION: (CONT)

Commander, 1<sup>st</sup> Battalion, 426<sup>th</sup> Regiment, South 10<sup>th</sup> Ave, Fort McCoy, Wisconsin 54656

Commander, 1<sup>st</sup> Battalion, 189<sup>th</sup> Regiment, Oklahoma City, Oklahoma 73111

Commander, 238<sup>th</sup> Regiment, Greenville, Kentucky 42345

Commander, 2<sup>nd</sup> Battalion, 640<sup>th</sup> Regiment, Riverton, Utah 84065

CF:

Commander, 166<sup>th</sup> Regiment, Fort Indiantown Gap, Annville, Pennsylvania 17003

Commander, 1<sup>st</sup> Battalion 101<sup>st</sup> Regiment, Camp Edwards, Massachusetts 02542

Commander, 1<sup>st</sup> Battalion 213<sup>th</sup> Regiment, PO Box Guernsey, Wyoming 82214

Commander, 1<sup>st</sup> Battalion 196<sup>th</sup> Regiment, Sioux Falls, South Dakota 57106

Commander, 2<sup>nd</sup> Battalion 235<sup>th</sup> Regiment, 2850 Scanland Avenue, Salina, Kansas 67401

Commander, 136<sup>th</sup> Regiment, 2200 West 35<sup>th</sup> Street, Camp Mabry, Austin, Texas 78731

Commander, 129<sup>th</sup> Regional Training Institute, Springfield Illinois 62702

Commander, 195<sup>th</sup> Regiment, Center Strafford, New Hampshire 03815

Commander, 233<sup>rd</sup> Regiment, Camp Robinson, Arkansas 72144

Commander, 254<sup>th</sup> Regiment, Sea Girt, New Jersey 08750

Commander, 168<sup>th</sup> Regiment, Fort Carson, Colorado 80913

## Appendix I



**DEPARTMENT OF THE ARMY**  
HEADQUARTERS, UNITED STATES ARMY FIRES CENTER OF EXCELLENCE AND FORT SILL  
FORT SILL, OKLAHOMA 73503-5000

REPLY TO  
ATTENTION OF

**ATZR-CQ**

**23 September 2010**

**MEMORANDUM FOR Commander, 6th Air Defense Artillery Brigade, Fort Sill, OK, 73503**

**SUBJECT: Air Defense Artillery (ADA) Technical Instructor Certification Program Certificate**

- 1. RANK, TITLE, or (Mr/Mrs/Ms.) First MI. Last, XXX-XX-XXXX, has met the instructor certification requirements of ADA Instructor, Technical Certification Program. (Encl)**
- 2. The above named individual will be entered into the ADA Certified Instructor Database. This individual is entitled to teach AMD course.**
- 3. Point of contact is Mr. William Dubose, Commercial (580) 442-2646; DSN 639-2646.**

**DR. CASEY L. BLAINE**  
**Chief, Staff & Faculty Development Division**

## Appendix K

### United States Army Fires Center of Excellence



RANK (PREFIX)FIRST MI. LAST  
ORG

**Be it known the individual above  
has successfully fulfilled the**

*Air Defense Artillery Technical Certification  
Program at Fort Sill, Oklahoma.*

**This individual is hereby awarded Certificate #0000  
and recognized as a technically certified instructor within  
The Army School System.**

**Given this 23rd day of September 2010**

**Certification Official  
Randy L. Williams  
Professional Development Division**

**Dr. Casey L. Blaine  
Chief, Staff & Faculty Development Division**